



**Tennessee Technology Center at Memphis
Student Transcript Request Form**

All official and unofficial transcript requests must be submitted in writing.

This form should be printed and sent to:

**Tennessee Technology Center at Memphis
Records Department
550 Alabama Ave
Memphis, TN 38105**

You may fax this form to **901-543-1134**

TRANSCRIPTS ARE NOT ISSUED UNTIL ALL OBLIGATIONS TO THE INSTITUTION ARE CLEARED

Please fill out the following information completely

LAST NAME _____ FIRST NAME _____

PREVIOUS NAME (S) _____ SOCIAL SECURITY NO. _____

DATE OF BIRTH _____ HOME PHONE (include area code) _____

CURRENT ADDRESS _____

CITY _____ STATE _____ ZIP _____

PROGRAM _____ YEAR ENROLLED/COMPLETED _____

TENNESSEE TECHNOLOGY CENTER DOES NOT ISSUE OFFICIAL TRANSCRIPTS TO STUDENTS

Please Send Transcript To:

NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

SIGNATURE _____ DATE _____

Transcript requests will be processed within 7 to 10 business days.